

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of May 22, 2007**

- I. **ROLL CALL:** Chair Richard Sutor, Trustees Samantha Baraw, Libby Hambleton, Tom McCarney, and Jim Wilson. Also present were Village Manager Nanci Allard, Steve Fitzhugh (Planning Commission Chair), and Kathleen Lott (*Northfield News & Transcript*).

Chair Sutor called the meeting to order at 7:00 p.m.

- II. **PUBLIC PARTICIPATION (Scheduled):** None.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **May 8, 2007 (Regular Meeting).** Motion by Trustee Wilson, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 4-0-1, with Trustee Baraw abstaining.**

b. **Approval of Bills**

1. **Warrant #23-07.** Motion by Trustee Hambleton, seconded by Trustee Wilson, to approve Warrant #23-07 in the amount of \$45,252. **Motion passed 4-0-1, with Trustee McCarney abstaining due to possible conflict.**

- c. **Northfield Farmers Market.** The first Farmers Market of the season was held this afternoon. The organizer of the Farmers Market, Vern DuClos, had requested permission to put up a sandwich board sign on the Common. The Village Trustees had approved the usage of the Village land at a previous meeting and the Planning Commission received the sign application at their meeting last night. Planning Commission Chair Steve Fitzhugh explained the process for approving this type of sign. Since the Village owns the land on which the sign will sit and the market is a for-profit venture, the application must come from the Trustees themselves. If the Trustees want to submit the application on behalf of the Farmers Market, they should do so. Chair Sutor asked for a recommendation from Mr. Fitzhugh. He recommended that if the Trustees want to show support of this event, it would be in the best interest to submit the application. Motion by Trustee McCarney, seconded by Trustee Wilson, to authorize the Manager to submit an application for the sign for the Planning Commission to approve for the Farmer's Market for the day of the event. The discussion before the board was regarding precedence. This organization is a for-profit group; however, it is for local produce and supports local farmers, etc. Trustee McCarney would like to see some recommendation guidelines from the Planning Commission to the Trustees on approving or denying these sign permits in the future. There was discussion over whether an ordinance or policy needed to be set up for future applications. **Motion passed 5-0-0.**

- d. **Delegation Agreement between VPPSA and Registered Entity:** There is a draft of the proposed agreement in the packet. There were some questions: What is the difference between shares of stock and certificates of stock? Chair Sutor will provide response later on this. What are the financial costs to us to process this? There are no additional costs to us at this time; Chair Sutor expects these to be small in comparison to the finance charges. Chair Sutor's initial recommendation is to approve the agreement provided there are no substantial changes from the draft. The Board will meet on June 5, 2007 at 7:00 p.m. at the High School prior to the open session of the Village Meeting (7:30 p.m.).

- e. **Purchasing Policy.** The purchasing policy that the Selectboard has approved was in the packets. There is a change recommended for consideration. The Management Committee will meet and discuss this matter.

- f. **Utility Vehicle.** Manager Allard reviewed this matter and presented the Board several options in her memo. There was concern on if this is economical. There were many questions, i.e. should this vehicle be used only for reading meters, should it be available for Town employees and the mileage gets reimbursed to the Village to go towards costs, etc. Manager Allard will come back with more details on policy of use, financing, cost breakdowns, etc., and come back with a recommendation for a vehicle that costs around \$15,000 to \$17,000 with an extended warranty.

IV. REPORTS

a. Village Manager

1. **Village Union Contract.** The union contract has been negotiated and agreed upon. The final version should be available for review and approval at the next regular meeting (06/12/07).
2. **Building Assessment.** We have not received the written report yet. We were verbally informed that there were some moldy spots but, otherwise, there were no air quality problems.
3. **Water Project update.** Tom Nesbit of Stantec Consulting will be at the next regular meeting (06/12/07) to answer any questions.

b. Committee Reports.

1. **Merger Committee.** The committee met last night and there were reports from the three (3) subcommittees. The subcommittees are gathering additional information to present to the Merger Committee at their next meeting (06/18/07).
2. **Inter-Local Agreement Committee.** A meeting will need to be scheduled in the near future.
3. **Road Standards Committee.** The committee will meet with Manager Allard and Highway Superintendent William Lyon this coming Thursday (05/24/07).

c. Miscellaneous

1. **VPPSA Questionnaire:** VPPSA is looking to do an integrated resource plan (IRP). We will not be sending this questionnaire out to people but will have some copies on hand at the Utilities Office and at Village Meeting.
2. **Efficiency Vermont Project update.** There was a meeting last week. The school will be having a presentation this Friday (05/25/07). We are trying to encourage people to buy energy efficient air conditioners. There are rebates and coupons out there for these energy efficient products, such as refrigerators, air conditioners, etc. They will have DVDs and VHS tapes available for loan that provide a recap of the home energy efficiency audit. There will be another live do-it-yourself home energy audit program at the Brown Public Library. There are free energy audits for owners or occupants of mobile homes in Northfield. You just need to contact Efficiency Vermont (1-888-921-5990). They will come in and do an audit and possibly replace inefficient items, such as light bulbs, weather stripping and possibly more. Please call to schedule a free audit!
3. **Power Poles.** There was a request that people to not post ads, etc. on power poles. This presents a safety hazard for the maintenance workers.
4. **Safe Routes 2 Schools.** There will be a meeting next Friday (05/25/07).

V. **PUBLIC PARTICIPATION (Unscheduled):** None.

VI. **EXECUTIVE SESSION:** Motion by Trustee Wilson, seconded by Trustee Hambleton, to go into executive session without the Manager present to discuss a personnel matter. **Motion passed 5-0-0.**

The Board went into executive session at 8:56 p.m.

Without objection, the Board came out of executive session at 9:11 p.m. No action was taken.

VII. **ADJOURNMENT:** Without objection, Board adjourned at 9:12 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.